AGENCY PARTNER GUIDE
TO SURVEY MONKEY APPLY
2020 ADMISSIONS SEASON

Last Updated: October 2019

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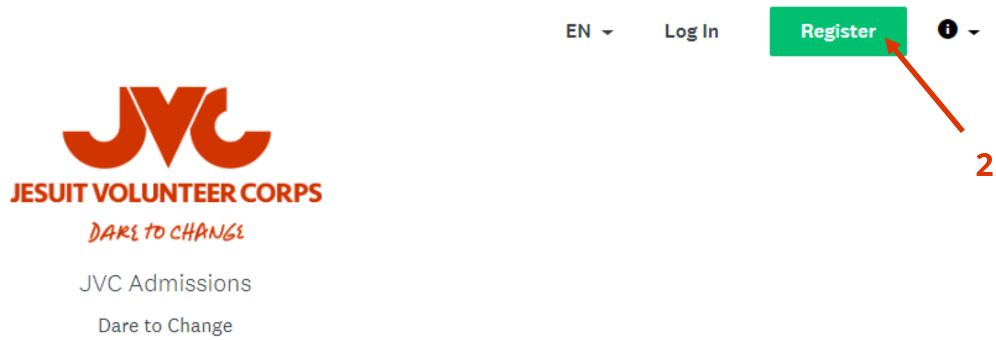
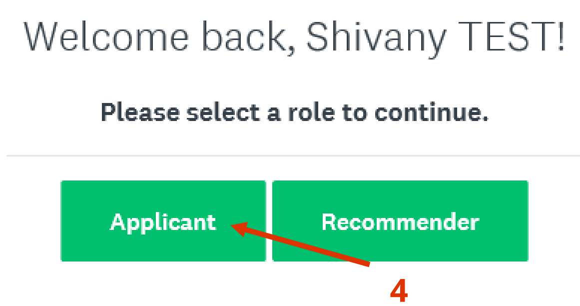
LOGGING IN AS A RETURNING USER

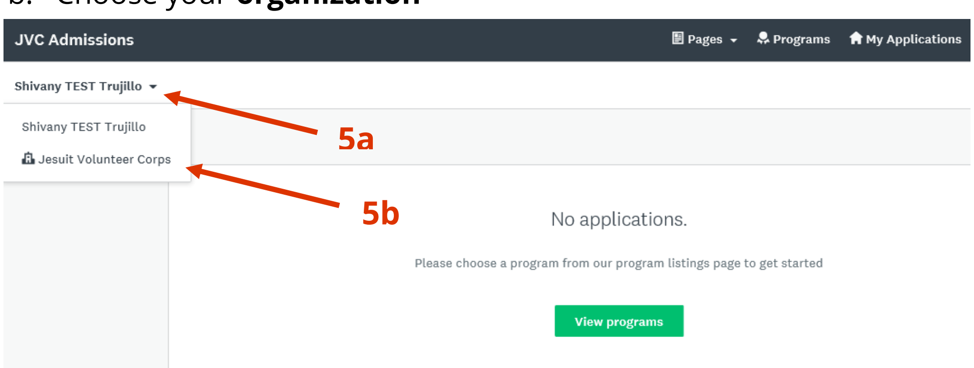
1. Navigate to **https://jvc.smapply.io/**
    a. We recommend using **Google Chrome** as your browser
2. Click **Log In** on the top right



3. Enter your credentials and click **Log In**
4. Select **Applicant** role (this will only appear if your account is already registered as a recommender and/or reviewer on the site)

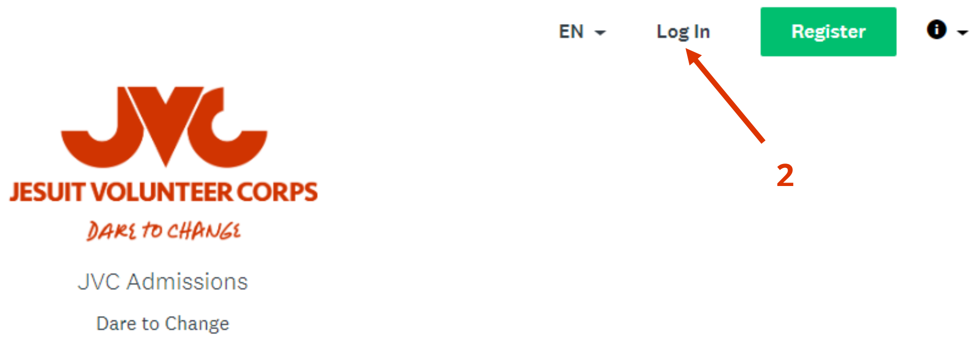


5. Navigate to your **organizational profile**
    a. Click on the down arrow next to **your name** on the top left
    b. Choose your **organization**

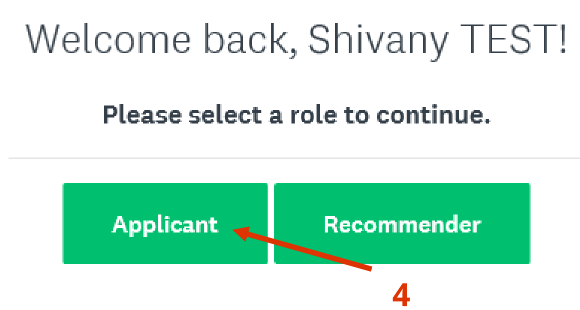


CREATING AN ORGANIZATIONAL ACCOUNT FOR RETURNING INDIVIDUAL USER

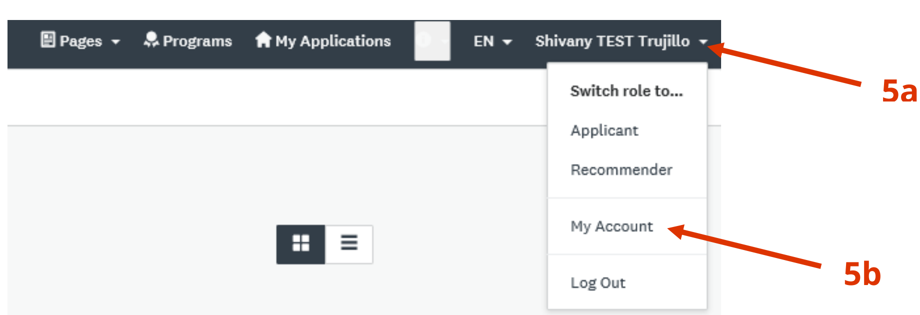
1. Navigate to **https://jvc.smapply.io/**
   a. We recommend using **Google Chrome** as your browser
2. Click **Log In** on the top right



3. Enter your credentials and click **Log In**
4. Select **Applicant** role (this will only appear if your account is already registered as a recommender and/or reviewer on the site)

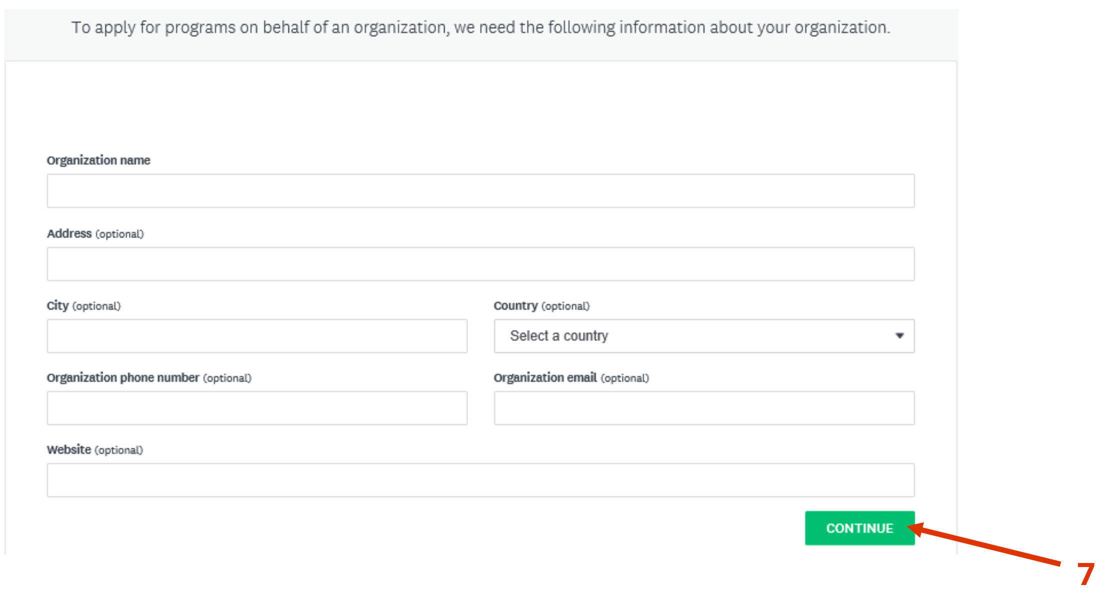


5. Navigate to your **Account**
   a. Click on the down arrow next to **your name** on the top right
   b. Choose **My Account**

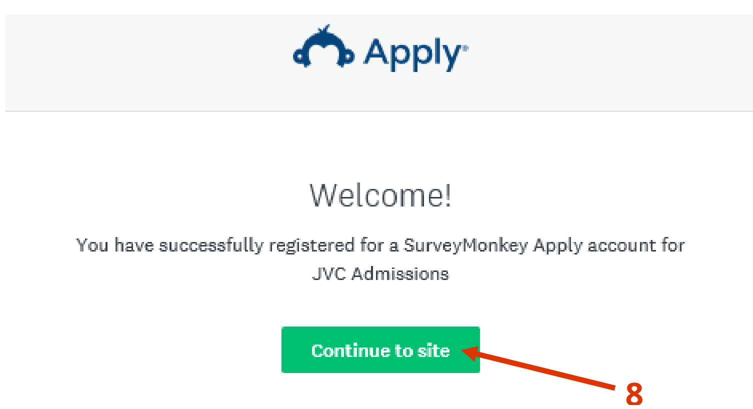


6. Scroll down and click **Set up organization**

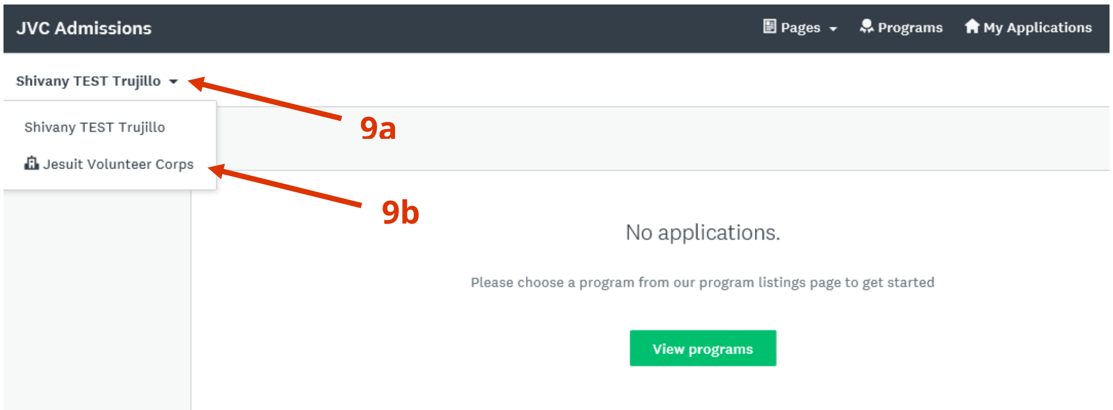
7. Complete the form and click **Continue**



8. You will receive this welcome message. Click **Continue to site**



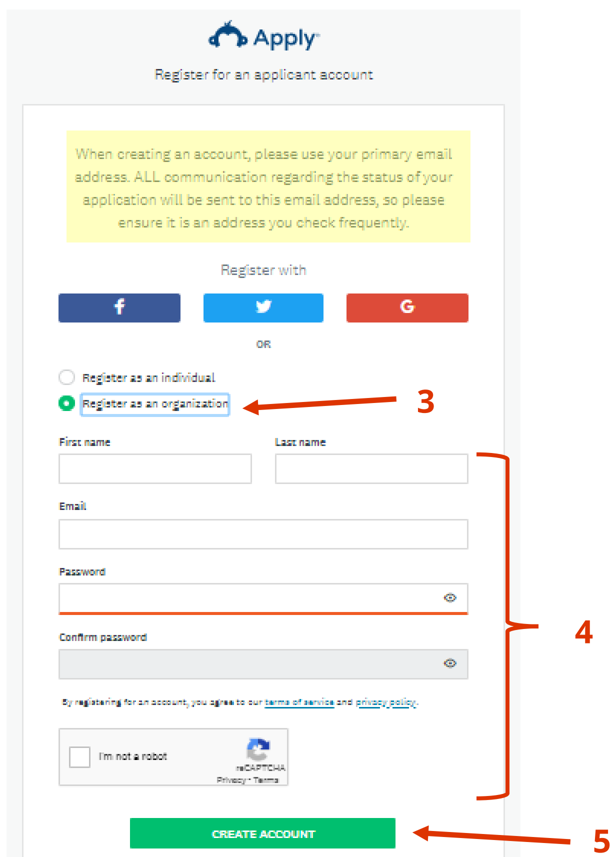
9. Navigate to your **organizational profile**
    a. Click on the down arrow next to **your name** on the top left
    b. Choose your **organization**



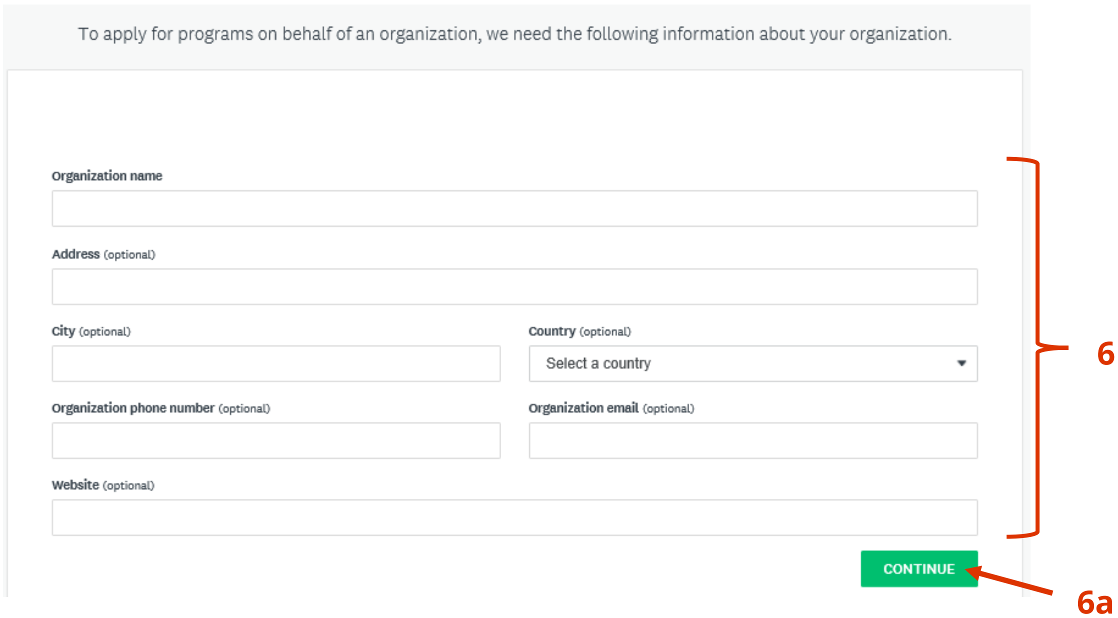
LOGGING IN AS A NEW USER

1. Navigate to **https://jvc.smapply.io/**
    a. We recommend using **Google Chrome** as your browser
2. Click **Register** on the top right

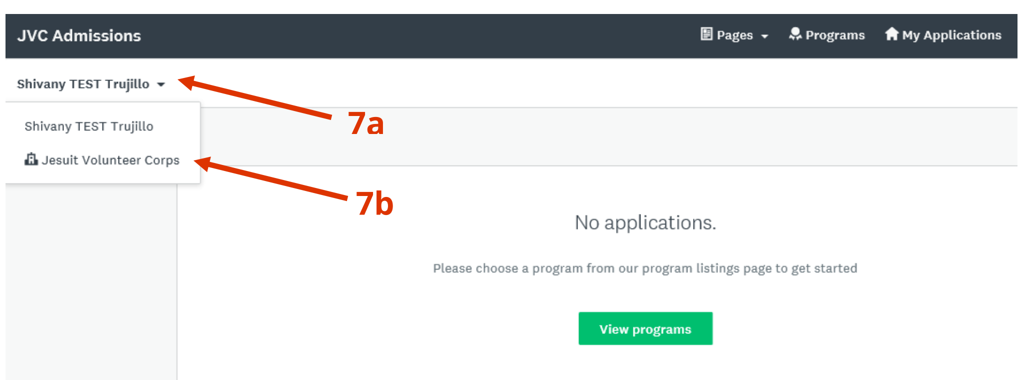
3. Choose the **Register as an organization** option
4. Enter your information and complete the **reCAPTCHA**
5. Click **Create Account**



6. Enter your organization’s information
    a. Click **Continue**



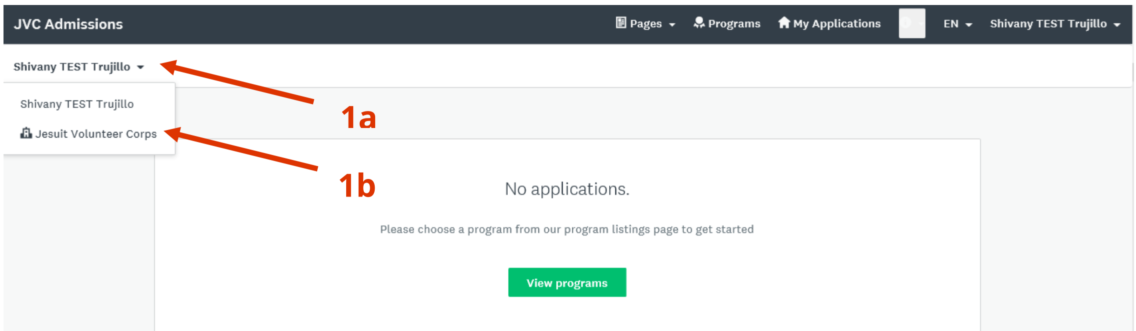
7. Navigate to your **organizational profile**
    a. Click on the down arrow next to **your name** on the top left
    b. Choose your **organization**



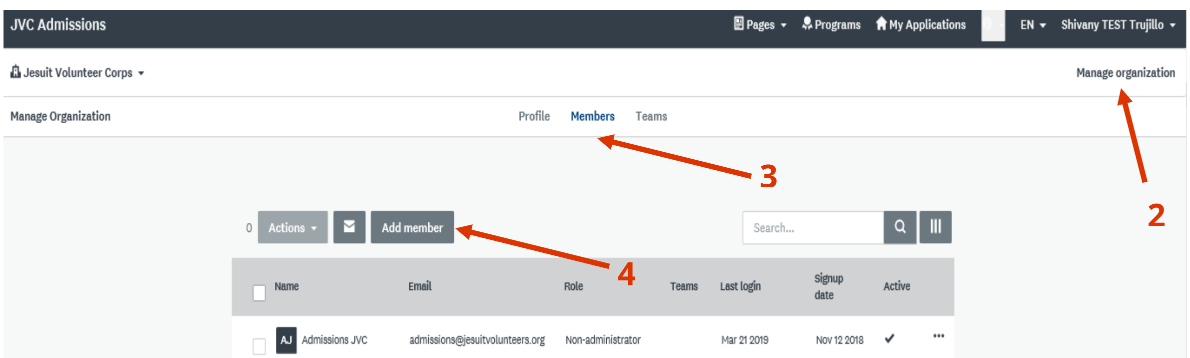
JESUIT VOLUNTEER CORPS

ADDING ADDITIONAL ORGANIZATION USERS TO YOUR ACCOUNT

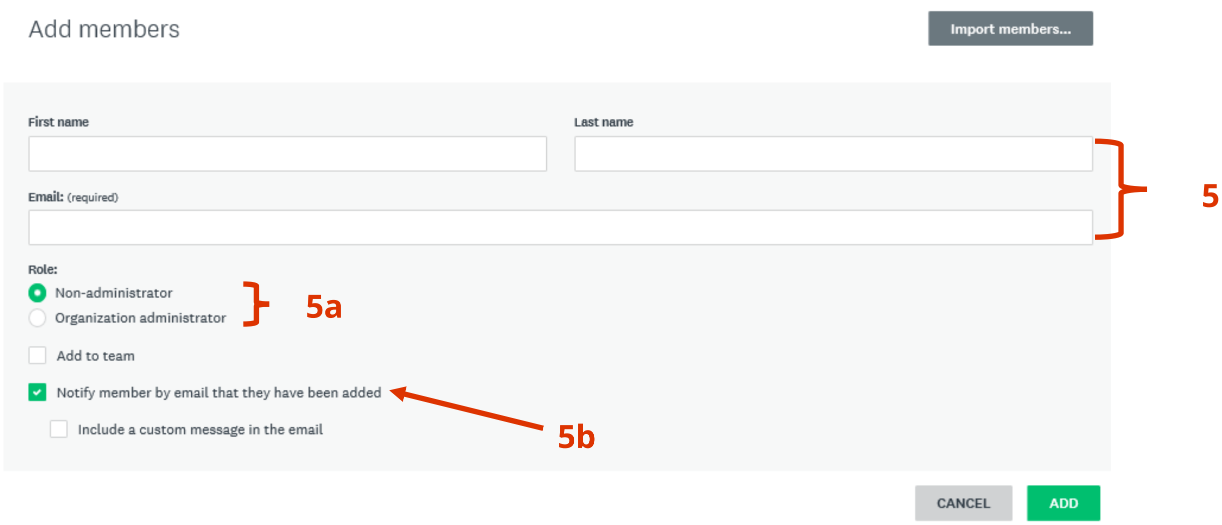
1. Navigate to your **organizational profile**
    a. Click on the down arrow next to **your name** on the top left
    b. Choose your **organization**



2. Click **Manage organization** on the top right
3. Click **Members** on the top middle
4. Click **Add member** on the top

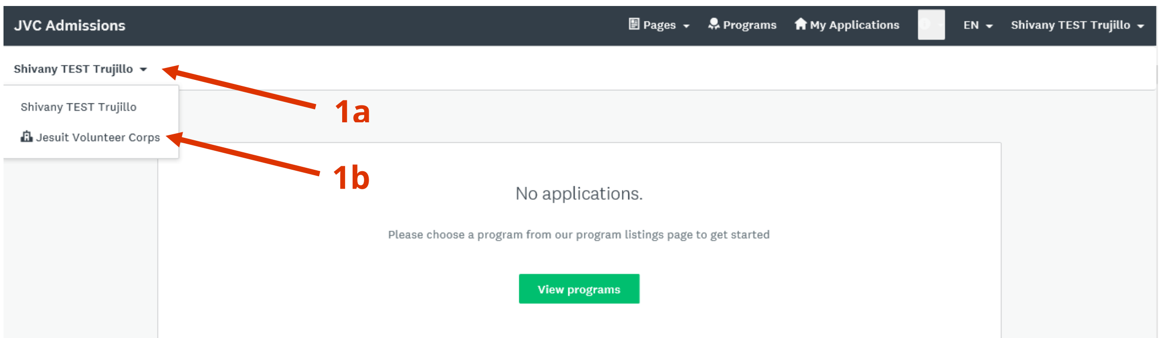


5. Enter the member's information and click **Add**
    a. You can decide to make members either **Non-administrators** or **Organization administrators**
    b. We recommend that you **Notify member by email that they have been added**
        i. You can decide if you would like to include a custom message in the email notification

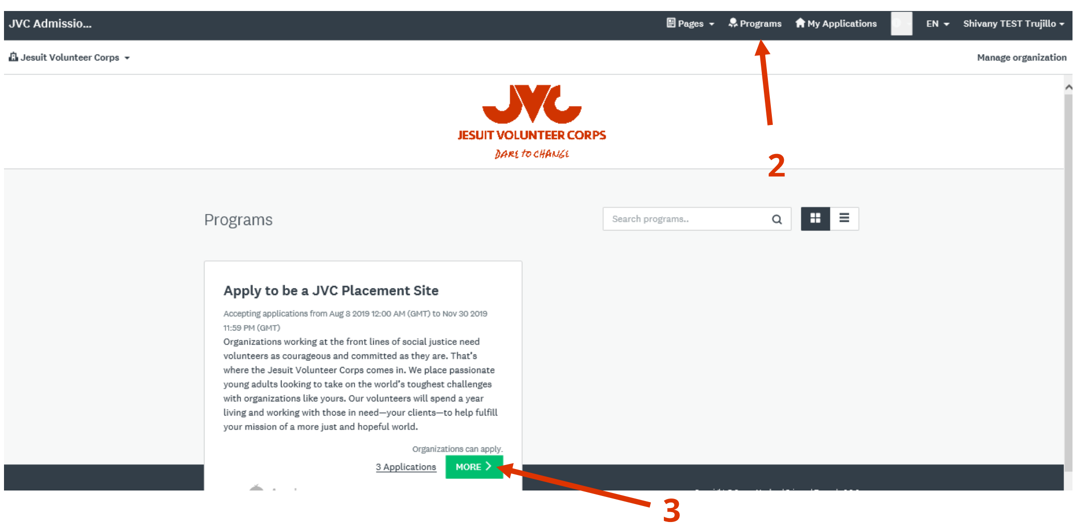


STARTING AN AGENCY APPLICATION

1. Navigate to your **organizational profile**
    a. Click on the down arrow next to **your name** on the top left
    b. Choose your **organization**



2. Click **Programs**
3. Choose the **Apply to be a JVC Placement Site** program and click **More**



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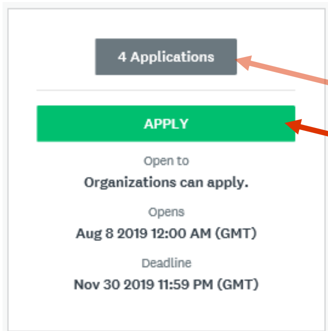
4. Click **Apply**



Click to see already started application in progress/completed

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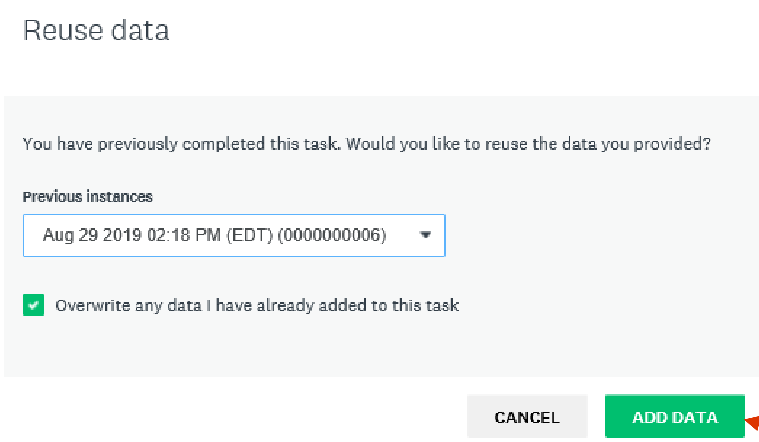
RETURNING AGENCY PARTNERS ONLY (Domestic Partners):

i. When you open the **Eligibility** and **Agency Placement Details** forms, you will receive a prompt indicating **"You have previously completed this task."** If you would like to reuse the data you provided during your last application, click **Add data** (if you do not choose this option, a blank application will open)



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ii. Please review the data carefully and update as necessary

iii. You will need to complete data for all additional questions that have been added to the application form

APPLYING FOR MULTIPLE VOLUNTEERS*?*

i. Agencies applying for more than one Jesuit Volunteer will need to complete a separate application for each position

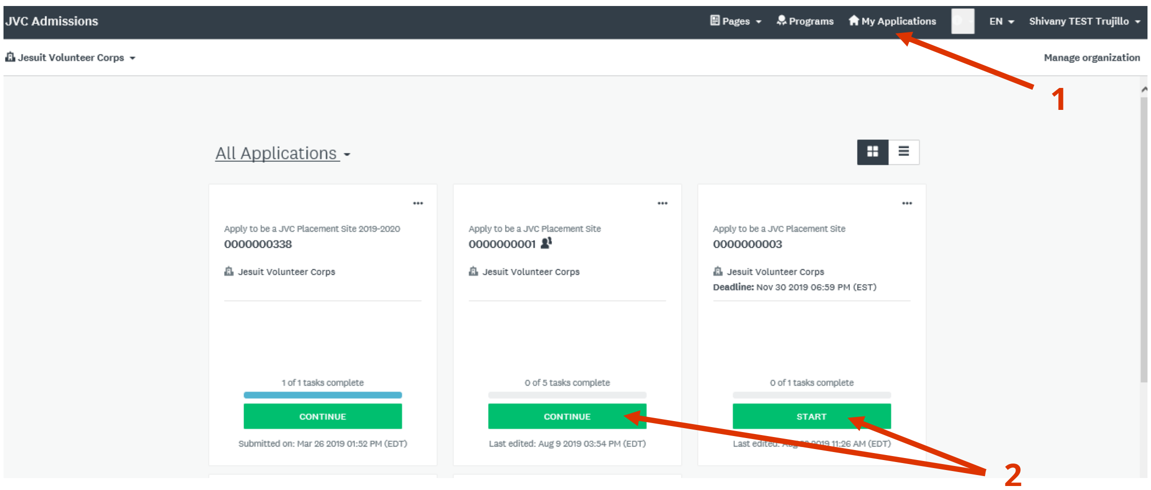
ii. RETURNING AGENCY PARTNERS: Only information from your last edited application can be prepopulated to your forms so you will need to edit information about the specific position you are applying for within the application

JESUIT VOLUNTEER CORPS

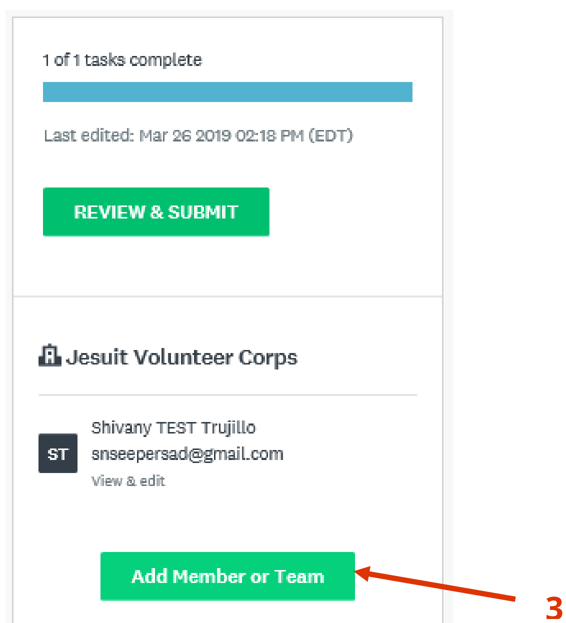
ADDING ADDITIONAL ORGANIZATION USERS TO EACH APPLICATION

NOTE: You must add an individual as a an organizational user before adding them to an individual application

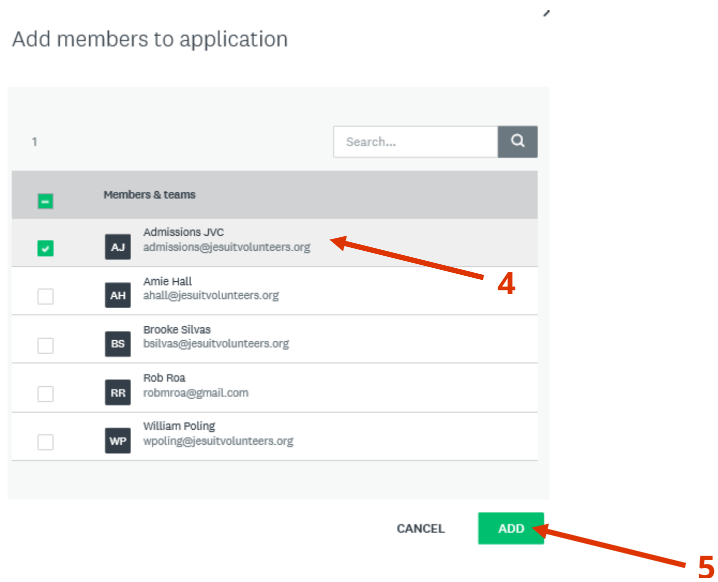
1. Navigate to **My Applications** on the top right
2. Click **Start** or **Continue** on the relevant application



3. On the left navigation bar, click **Add Member or Team**



4. Click on the **Member/s of your organization** who need access to edit the application. Typical additional users include:
    a. Financial/Billing contact
    b. Interviewer
    c. Staff member that will sign the Program Agreement
5. Click **Add**



6. An automated email is sent to the member/s inviting them to collaborate on your application